

WRITE WITH CLARITY
AND CONVICTION!

HAVE THE “WRITING ADVANTAGE”

Course Dates:
March 28, 2007
June 14, 2007

Time:
8:00 a.m.— 5:00 p.m.

Location:
County Government Center
1055 Monterey Street
1st Floor, Rooms 161 & 162
San Luis Obispo

Facilitator:
Mike Cannon, BA
Sr. Communication Consultant
Franklin Covey

Cost:
No registration fee to County
employees.
\$260.00 for non-County
employees

REGISTER NOW!
Limited space available.

Email: All reservations are to
be made through the
Employee University email
address.

Employeeuniversity@co.slo.ca.us

For the competitive edge, join us for a one-day course titled, “**Writing Advantage**”. Within eight short hours, learn critical writing skills to get your documents read and understood!

- Approach writing tasks with confidence.
- Organize documents to be read immediately.
- Improve your productivity by collecting necessary information before you write.
- Motivate your readers to action through timely, accurate information.
- Increase your credibility by communicating powerfully, logically, concisely, and professionally.
- Get the results you want and need in today’s work environment with effective, organized documents.
- Reduce your stress and avoid writer’s block while communicating with ease.

CANCELLATION POLICY:

If you need to cancel your registration for an E.U. Class, please do so via email two weeks prior to the class date to avoid the \$50.00 cancellation fee.

If you can find an employee in your department to take your place, email the change in attendees and the cancellation fee will be waived.

